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28 March 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Revision of CIA Regulation [] Organization

1. There is submitted herewith proposed revision of CIA Regulation [] which outlines the organization of CIA and includes functional statements and organization charts for each major Office. Functional statements and charts have been coordinated with the appropriate Assistant Director, Office head, or their deputies. We are holding their written approvals with the following exceptions:

a. Final drafts for the Offices of Special Operations and Policy Coordination were approved by Mr. Hulick.

b. Functional statement for the Auditor-in-Chief is based on CIA Notice [] dated 18 January 1952. No further coordination was believed necessary.

2. Assistant Directors and Office heads were not requested to review any functional statements or charts other than their own, except where a conflict might exist, and in those instances the conflicts have been resolved.

3. A few changes have been made in pen and ink on the copies submitted herewith. This has been done to save 3 or 4 days time.

4. Recommend approval.

[]
Chief, O & M Service

Attch

MEMORANDUM FOR: THE DIRECTOR

The attached proposed Regulation brings up to date the organization and functions of the Agency, except for DD/P Offices. It has been concurred in by the DD/I.

The DD/P recommends publication of the Regulation without DD/P section in view of imminent changes in his organization.

STAT

Request signature.

L. K. WHITE
Acting Deputy Director
(Administration)

30 Jun 52
(DATE)

UNCLASSIFIED RESTRICTED .CONFIDENTIAL (SECRET)
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

| TO | INITIALS | DATE |
|----------------------------------|--------------------|--------------|
| 1 Acting Deputy Director(Admin.) | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| FROM | INITIALS | DATE |
| 1 Chief, O & M Service | <i>[Signature]</i> | 24 June 1953 |
| 2 | | |
| 3 | | |

☒ APPROVAL ☐ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

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REMARKS: Pursuant to our conversation, proposed revision of CIA Reg. ☐ is herewith resubmitted for approval. Functional statements and charts for the DD/P have been omitted and the index page revised to indicate that such statements and charts will be published later. The over-all chart has been revised to delete the organizational structure below the DD level. The DD/P's recommendation that Reg. ☐ be published without Section ☐ is attached.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

TRANSMITT SLIP

20 May 1952
(Date)

TO: Chief, Organization & Methods Service

BUILDING

2210 1/2 Street

ROOM NO

202

REMARKS.

In view of DD/P's note attached
hereto, publication of this Reg-
ulation will be suspended.

L.K.W.

STAT
FROM: ADD/A

BUILDING

South

ROOM NO

149

EXTENSION

STAT
FORM NO. 36-8
SEP 1946

16-65268 1 GPO

MEMORANDUM TO: General Smith

STAT Section [] which relates to the organiza-
tion and functions under my jurisdiction, was
current when submitted to DD'A for publication
approximately two months ago. In view of imminent
STAT changes in my organization, it is recommended
STAT that the attached revision of CIA regulation []
be published without Section [].

STAT



15 May 1952
(DATE)

| UNCLASSIFIED | | RESTRICTED | | CONFIDENTIAL | | <u>SECRET</u> | |
|---|--|------------|------|--------------|--|---------------|--|
| (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM) | | | | | | | |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | | | | | |
| LS-1468 | | | | | | | |
| TO | | INITIALS | DATE | | | | |
| 1 | General Counsel | | | | | | |
| 2 | Chief, General Services Rm. 201 - 2210 E Street | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| FROM | | INITIALS | DATE | | | | |
| 1 | Chief, General Services | | | | | | |
| 50X1 | | | | | | | |
| 3 | | | | | | | |
| <div><div><input type="checkbox"/> APPROVAL</div><div><input type="checkbox"/> ACTION</div><div><input type="checkbox"/> COMMENT</div><div><input type="checkbox"/> CONCURRENCE</div></div> <div><div><input type="checkbox"/> INFORMATION</div><div><input type="checkbox"/> DIRECT REPLY</div><div><input type="checkbox"/> PREPARATION OF REPLY</div><div><input type="checkbox"/> RECOMMENDATION</div></div> <div><div><input type="checkbox"/> SIGNATURE</div><div><input type="checkbox"/> RETURN</div><div><input type="checkbox"/> DISPATCH</div><div><input type="checkbox"/> FILE</div></div> | | | | | | | |

FORM NO. 30-4
SEP 1947

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Chief of General Services

26 February 1952

Chief, Administrative Service

OSO/OPC Proposed Revision of CIA Regulation [redacted]
and CIA Regulation [redacted]

1. Reference to the attached memorandum dated 12 February 1952 from the Acting Assistant Director of Special Operations.
Subject: CIA Regulation [redacted] and CIA Regulation [redacted]

2. The proposed revision of the Regulations arose as a result of discussions between the Chief of the Registry Division, OSO/OPC, [redacted] and the Chief, Administrative Service in regard to the functions in the classification of a Records Officer for the Registry. At that time in accordance with Regulation [redacted] the undersigned stated that Administrative Service would perform the records function which is assigned to this office. [redacted] is of the opinion that, due to the [redacted] nature of these records, representatives of Administrative Service would not be permitted access to the records and we would be obliged to accept the certification of the Assistant Director, OSO, and the Assistant Director, OPC, to the effect that the records function within the Registry was being properly performed.

3. I do not feel that the records personnel of Administrative Service should be excluded from the Registry. However, I do concur that reference to specific intelligence documents and reports may not be necessary, but a general examination of their internal procedures and the performance of an audit of their internal records program would appear to be necessary. This function can be performed by the selection of certain individuals who would be given any extraordinary clearance which may be required by OSO and OPC for this purpose. I believe, when the case arises, that by mutual agreement a satisfactory procedure for performing the records function can be arrived at which will not involve any possible security compromises of Registry material.

4. Therefore, I recommend that the Regulations be permitted to stand as they exist without revision.

STAT

Chief of General Services

26 February 1952

5. If you consider it necessary, I will be glad to establish a meeting with the Assistant Director of Special Operations for the purpose of discussing this problem.

/s/

[Redacted]

STAT

Att.

50X1 The following notation appears on the original - filed with [Redacted]

Col. White by telephone called Mr. Helms and they agreed to state Adm. Service function A.8 without qualification. The statement says what Adm. Service is responsible for but does not say how that responsibility will be discharged. As far as OPC and OSO are concerned, Adm. Service holds itself ready to advise and assist in any way OPC and OSO request, but will not have access to records unless invited.

/s/ [Redacted] 26 March 1952

STAT

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CENTRAL INTELLIGENCE AGENCY REGULATION

Section -

50X1
DIRECTOR OF CENTRAL INTELLIGENCE

Inspector General

Director of Training

DEPUTY DIRECTOR ~~FOR~~ (PLANS)

Assistant Director for Communications

* Assistant Director for Policy Coordination

* Assistant Director for Special Operations

- Assistant Deputy Director, ~~for~~ Plans (Administration)

DEPUTY DIRECTOR ~~FOR~~ (INTELLIGENCE)

Assistant Director for Collection and Dissemination

Assistant Director for Research and Reports

Assistant Director for National Estimates

Assistant Director for Intelligence Coordination

Assistant Director for Current Intelligence

Assistant Director for Scientific Intelligence

Assistant Director for Operations

DEPUTY DIRECTOR ~~FOR~~ (ADMINISTRATION)

General Counsel

Personnel Office

Office of Security

Medical Office

General Services Office

Procurement and Supply Office

Comptroller's Office

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SECRET

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PAGE 1

ORGANIZATION AND FUNCTIONS

1. The organization and functions of the Central Intelligence Agency and its components as presented herewith are established as a governing directive for the Agency, effective 19 January 1951.

2. Each Office Head:

a. Is responsible for, and has authority to carry out, the functions specified for him in this publication. Except when prohibited from so doing, he may delegate to members of his staff appropriate portions of his responsibilities together with proportionate authority for their fulfillment, but such action will not relieve him of direct overall responsibility for results.

b. Shall coordinate his activities with other Office Heads to the extent necessary for fulfillment of the overall Agency mission but will in no instance assume responsibilities and functions assigned elsewhere.

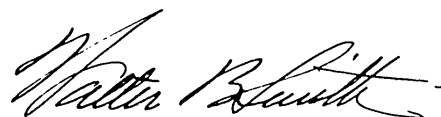
c. Will establish internal policies and procedures for the operation of his Office in consonance with this and other Agency Regulations.

d. Will prepare, in conjunction with the Deputy Director (Administration), detailed statements of functions for his principal subordinates to include branch or similar organizational level chiefs.

3. This Regulation supersedes and cancels CIA Regulation 70, dated 1 December 1950.

4. No portion of this document may be reproduced or distributed outside of CIA without prior approval of the Deputy Director or the Director.

5. The Deputy Director (Administration) is designated to exercise those Agency powers specifically delegated by law to The Executive.



WALTER B. SMITH
Director of Central Intelligence

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